

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2021-0009

Schedule Status Approved

Agency or Establishment Department of Veterans Affairs

Record Group / Scheduling Group Records of the Department of Veterans Affairs

Records Schedule applies to Major Subdivision

Major Subdivision National Cemetery Administration

Minor Subdivision Cemetery Operations

Schedule Subject NCA Geographic Information System (GIS) National Cemetery
Boundary Information

Internal agency concurrences will
be provided No

Background Information Background;
The records within the National Cemetery Administration (NCA) Geographic Information System (GIS) National Cemetery Boundary Information; contain electronic information on the physical address, phone number, longitude and latitude of the address, and zip code of all National Cemeteries. The boundary data is updated as needed when there are cemetery expansions, new cemetery development, cemetery transfers, and corrections to the original boundary data provided by USGS. Typically, there are 2-5 updates to the boundary data layer per year.
The original GIS boundary information and data for all national cemeteries is maintained by NCA Cemetery Development & Improvement Service and will be provided to VA Data Governance and Analysis Office.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0015-2021-0009

Sequence Number	
1	NCA Geographic Information System (GIS) National Cemetery Boundary Information Disposition Authority Number: DAA-0015-2021-0009-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1373 453">NCA Geographic Information System (GIS) National Cemetery Boundary Information</p> <p data-bbox="345 472 1149 499">Disposition Authority Number DAA-0015-2021-0009-0001</p> <p data-bbox="345 525 1425 674">The records within the National Cemetery Administration (NCA) Geographic Information System (GIS) National Cemetery Boundary Information; contain electronic information on the physical address, phone number, longitude and latitude of the address, and zip code of all National Cemeteries</p> <p data-bbox="345 695 919 722">Final Disposition Permanent</p> <p data-bbox="345 747 849 774">Item Status Active</p> <p data-bbox="345 800 802 827">Is this item media neutral? No</p> <p data-bbox="345 852 1089 879">Explanation of limitation Electronic records only.</p> <p data-bbox="345 905 816 1033">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1054 816 1142">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1182 659 1209">Disposition Instruction</p> <p data-bbox="345 1241 1029 1329">If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p data-bbox="345 1354 1427 1381">Cutoff Instruction Cut off when Information is entered into system</p> <p data-bbox="345 1407 1446 1480">Transfer to Inactive Storage Retain in electronic format for 15 years after GIS boundary record is entered into the system</p> <p data-bbox="345 1501 1502 1575">Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after block closes</p> <p data-bbox="345 1612 656 1640">Additional Information</p> <p data-bbox="345 1671 834 1698">First year of records accumulation 2015</p> <p data-bbox="345 1724 1040 1812">What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2020</p> <p data-bbox="345 1833 963 1921">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/03/2021	Certify	Martin Hill	Program Analyst	Office of Information and Technology - Enterprise Records Service
06/30/2022	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/06/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/06/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/12/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office